

STATE PROCUREMENT OFFICE

TIMELINE FOR CHAPTER 103F, HRS COMPETITIVE PURCHASES OF SERVICES (POS) METHOD OF PROCUREMENT FOR HEALTH AND HUMAN SERVICES

(This timeline is to plan and coordinate the request for proposals (RFP) process among state purchasing agencies for contracts effective on or after July 1, 2001.)

Planning Activities	January 2000 – September 2000 (Reference: Chapter 142, HAR)
Consolidated Report of Planned Purchases by SPO	September 2000 (Reference: §3-142-403, HAR)
Public Notice Announcing RFPs	November 1, 2000 (Reference: §3-143-202, HAR)
Distribution of RFPs	November 1, 2000 – January 2001 (Reference: §3-143-202, HAR)
RFP Orientation Session	Mid - Late November 2000 (Reference: §3-143-203, HAR)
Addenda to RFPs (As Needed)	Within ten working days prior to or within a sufficient time before the submittal deadline. (Reference: §3-143-301, HAR)
Submission of Questions by Applicants Before Submittal Deadline (As Needed)	Within a reasonable time before the submittal deadline. (Reference: §3-143-402, HAR)
Response to Applicants' Questions (As Needed)	State agencies shall promptly respond. (Reference: §3-143-402, HAR)
Proposal Submittal Deadline	January 31, 2001 (Reference: §3-143-204, HAR)
Proposal Evaluation Period	February 2001 – April 2001 (Reference: §3-143-205, HAR)
Final Revised Proposals (As Needed)	March 2001 – April 2001 (Reference: §3-143-607, HAR)
Provider Selection and Award	April 2001 – May 2001 (Reference: §3-143-206, HAR)
Notice of Statements of Findings and Decision to Applicants	April 2001 – May 2001 (Reference: §3-143-303, HAR)
Protest & Request for Reconsideration (As Needed)	April 2001 – June 2001 (Reference: Chapter 148, HAR)
Contract Development	April 2001 – June 2001
Contract Execution Start Date	July 1, 2001

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